

Working for a Healthier Tennessee Point Tracker

Q2 October – December 2019

POINT TRACKER GUIDELINES

- ☐ *All programs must be approved by your legal department before beginning.*
- ☐ *All point tracker activities and challenges require a minimum of 20 state employees or 5 percent of your department/area to receive points, unless otherwise noted.*
- ☐ *Submit photos ([with permission](#)) from events, challenges and success stories to WFHT.TN@tn.gov or to your Regional Wellness Coordinator. (The Working for a Healthier Tennessee [participation tracking sheet](#) may be submitted in addition to, or as an alternative to, photos.)*
- ☐ *All activities must be recorded on the Excel tracking sheet and include a summary of events noted in the “Summary” column in order to get full credit. (Work with your assigned Regional Wellness Coordinator to keep a log of events as they occur.)*

Below you will find instructions for each wellness activity listed on the Excel tracking sheet. If you have questions, please send them to your Regional Wellness Coordinator.

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	5 points each	10 points each	15 points each	20 points each	30 points each
Well-being Activities	Provide information from the WFHTN monthly handouts or webinars to your dept. about these health observances: National Breast Cancer Awareness Month (Oct); Mental Illness Awareness Week (Oct 6-12); National Health Education Week (Oct 21-25); American Diabetes Month (Nov); Lung Cancer Awareness Month (Nov); Great American Smokeout (Nov 21).	Participate in the monthly Wellness Council webinars. Share your department's wellness updates and ideas. Wellness Council representative must participate to receive points.	Create a pop-up wellness booth at your main and/or regional offices. Be prepared to share upcoming events, wellness challenges and bring along sign-up sheets for interested employees. *Use your creativity for this spontaneous setup and be sure to get HR's approval.	Create and promote a " Wellness Week " at your office, offering a variety of daily activities. Themes can come from each of our three focus areas and wellbeing activities using Here4TN . Distribute a flier with a list of the week's activities.	Be creative!
Physical Activity	Share Exercise for Diabetes information in recognition of American Diabetes Month (November).	In recognition of Bone and Joint Health Action Week (Oct 12-20), host an exercise break or group walk. Submit a participation tracking sheet and/or photos (with permission) to your WFHTN Regional Wellness Coordinator.	Host a Lunch 'n Learn (in-person or webinar) for your department on a topic related to physical activity. Visit the WFHTN website or search the Here4TN training catalog for topics and scheduling.	Be creative!	Be creative and develop a physical activity challenge (or use one from our website). Challenge another department to join. Submit a participation tracking sheet and/or photos to your WFHTN Regional Wellness Coordinator.
Healthy Eating	Share information on how to " Cut Down on Added Sugars " in recognition of Halloween (October 31 st) and American Diabetes Month (November).	Practice how to fill your plate the healthy way with the Plate Method . Submit photo(s) of your healthier plates to your WFHTN Regional Wellness Coordinator to receive points.	Host a Lunch 'n Learn (in-person or webinar) for your department on a topic related to healthy eating. Visit the WFHTN website or search the Here4TN training catalog for topics and scheduling.	Be creative!	Be creative and develop a healthy eating challenge (or use one from our website). Challenge another department to join. Submit a participation tracking sheet and/or photos to your WFHTN Regional Wellness Coordinator.
Tobacco Cessation	Share information about the Great American Smokeout (November 21). Consult with your WFHTN Regional Wellness Coordinator for information.	FREE SPACE (No activity required!)	Host a Lunch 'n Learn (in-person or webinar) for your department on a topic related to tobacco cessation. Visit the WFHTN website or search the Here4TN training catalog for topics and scheduling.	Print the American Cancer Society Quit Cards . Capture at least one person to identify a quit date to receive 20 points. Take a photo (with permission) and share on our social media and with your WFHTN Regional Wellness Coordinator.	On Nov. 21 st , for the Great American Smokeout , ask employees to share why they quit on our Facebook page .
Regional, Satellite Offices and AWS Employees	Be creative!	Wear pink in recognition of Breast Cancer Awareness Month . Send photo(s) (with permission) to your WFHTN Regional Wellness Coordinator.	Print the American Cancer Society Quit Cards . Capture one employee in satellite offices or an AWS employee that shares a date to quit with a photo (with permission).	Capture at least one individual or family-related success story related to physical activity, healthy eating or tobacco cessation. (Anonymous stories count too!)	Host a Lunch 'n Learn (in-person or webinar) for your department. Visit the WFHTN website or search the Here4TN training catalog for topics and scheduling.